



U.S. Department of Energy

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Office of Science

Recruiting a Deputy for Programs, Office of Science and Associate Director, Office of Science for Biological and Environmental Research

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Under Secretary for Science
U.S. Department of Energy
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www.science.doe.gov



Recruitment



- Will constitute a Recruitment Committee – first since 1996
- Extensive outreach
 - USAJobs.gov posting (June)
 - Ads in *Science* and *Nature*
 - Letters to National Laboratory Directors, DOE Site Managers and Service Center Managers, SC Advisory Committee Chairs
- We ask help of ESC members in identifying potential candidates
- We will contact potential candidates identified by ESC members



Position Duties, Deputy for Programs

Management Oversight

- Provides scientific and management oversight of the six Program Offices (ASCR, BER, BES, FES, HEP and NP) by providing guidance for strategic directions, budgetary priorities, and programmatic policies. Evaluates the performance of the Program Office Directors.
- Ensures program activities are strategically conceived and executed to provide national stewardship and maximize the benefit and effectiveness to the organization, the Department, and the United States.

Budget

- Assists in formulating and defending the Office of Science budget request through DOE, the Office of Management and Budget (OMB), the Office of Science and Technology Policy (OSTP), and Congressional committees.

Program Integration

- Ensures the research portfolio is integrated across the Program Offices, with other DOE Program Offices, and with other Federal agencies.
- Ensures that Associate Directors maintain working relationships with DOE Field Managers sufficient to effectively integrate science programs with laboratory operations at national laboratories performing research sponsored by the organization.



Position Duties, Deputy for Programs

Policy

- Establishes specific policies, plans, and procedures related to the management of the program offices. Examples include execution and utilization of peer reviews, use of performance measures, development and execution of Program Execution Agreements, and the management and employment of Advisory Committees and Committees of Visitors.
- Establishes the organization's position regarding the impact of proposed or revised legislation, Executive Orders, and DOE policies affecting the research programs funded by the organization. Resolves disputes within the organization.
- Champions the organization's interests regarding the development of policies, requirements, or initiatives by the Department, other Executive Branch agencies, or the Congress affecting the research programs funded by the organization. Works to resolve disputes at the highest levels of the Department.

Communication

- Provides leadership in establishing and maintaining partnerships and cooperation within the Department, other Federal agencies, international agencies and other scientific organizations regarding the organization's scientific research programs.
- Represents the organization and makes commitments for the Department in discussions and meetings with high-level government and private sector officials. Meetings are typically with members of Congress and representatives of other science funding and policy agencies, including OMB, OSTP, the National Academy of Sciences/National Research Council, and the National Science and Technology Council.
- Will serve as the Acting Director of the Office of Science in the event that the position of Director is vacant for any reason.



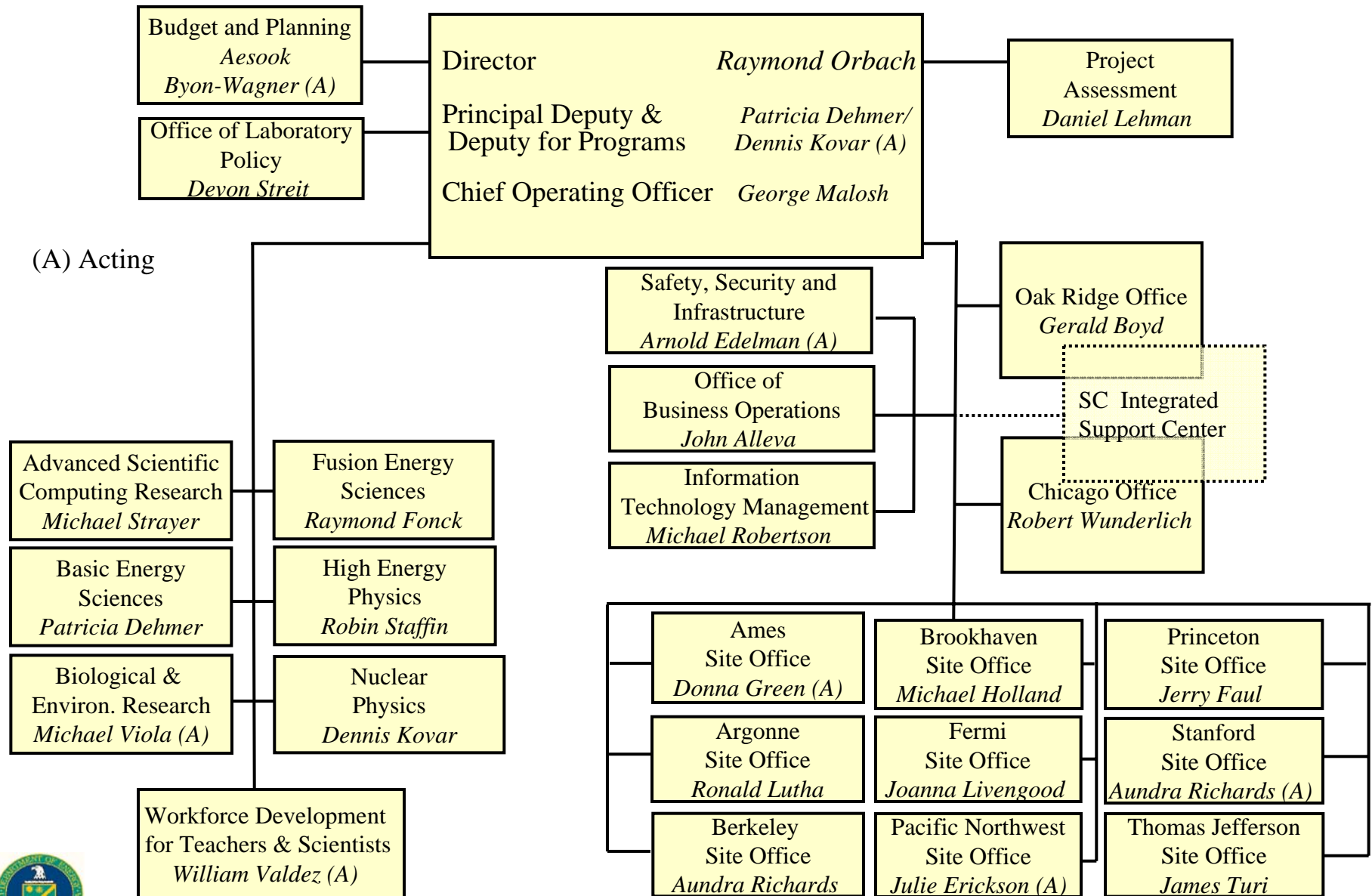
Position Duties, BER AD



1. Formulates program goals, strategic directions, priorities, and plans for the Office of Biological Environmental Research. As appropriate, factors in advice provided by the Biological Environmental Research Advisory Committee.
2. Develops budgets for the Office of Biological Environmental Research in accordance with the above. Assists the Director of Science in formulating BER budget requests and assists in the defense of the budget through DOE, the Office of Management and Budget, the Office of Science and Technology Policy, and Congressional committees.
3. Provides overall management direction for the BER Program.
4. Integrates the efforts of the BER program elements. Also integrates the BER program with other SC Program Offices; other DOE Program Offices, including the DOE applied energy programs; and other Federal research programs such as the National Science Foundation, the National Institutes of Health, and the National Oceanic & Atmospheric Administration.
5. Develops and maintains working relationships with the Site Office Managers and other DOE Field Managers responsible for national laboratories performing BER-sponsored research in order to ensure integration of the BER science programs with laboratory operations.
6. Provides advice to the SC Director regarding issues that affect the capabilities or institutional health and well-being of the SC laboratories.
7. Provides support to the Biological Environmental Research Advisory Committee.



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Deputy for Programs Structure

